



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

BO 11160.1

A200

4 Sep 01

BASE ORDER 11160.1

From: Commanding Officer

To: Distribution List

Subj: BASE STORAGE FACILITY

Ref: (a) Life Safety Code 101

Encl: (1) Storage Agreement

1. Purpose. To publish guidelines for the management of the Base Storage Facility aboard Marine Corps Logistics Base (MCLB), Albany.

2. Definitions

a. Storage Agreement. Written acknowledgement by the active duty service member required for assignment of a storage unit.

b. Government-Owned Housing. Bachelor or family quarters physically located aboard MCLB Albany that are managed and assigned by Headquarters Battalion, Live Oak Lodge or Family Housing. This does not include Pine Grove Mobile Home Park.

c. Eligible Member. An active duty service member who occupies government-owned housing located on MCLB Albany, is assigned a storage unit, and is responsible for compliance with the terms of the enclosure and this Order.

3. Information. The following guidelines are designed to ensure the activities of the eligible member are so directed as to accomplish the following:

a. To ensure the storage facilities and surrounding grounds present an acceptable appearance at all times.

b. To ensure compliance with all safety, fire and hazardous materials regulations defined in the reference.

c. To preserve the rights of all personnel using subject facility.

4. Responsibilities of Commanding Officer (CO), Headquarters Battalion (HQBN). The CO, HQBN is hereby assigned overall management and coordination for the storage facility, policing, and maintenance within the Base storage area. The duties of the CO, HQBN include:

a. Act as the interface with the Housing Branch for utilization compliance.

b. Act as the interface with Base Maintenance for repair or maintenance of the facilities.

c. Ensure an adequate budget is maintained for replacement of locks.

d. Maintain copies of master keys and establish a Standard Operating Procedure (SOP) for the safekeeping and use of master keys.

e. Ensure the eligible member complies with the contents of this Order and that a signed copy of the enclosure is held on file.

f. Ensure the eligible member is a current resident of government-owned housing.

g. Coordinate with the Housing Branch and Fire Department in the establishment/revision of the enclosure, storage tips or other information used in the assignment and management of the storage facility.

h. Conduct a physical inspection during normal working hours when the eligible member relinquishes the storage unit.

i. Maintain an annual update of charges to be assessed to the eligible member in the event that repair of damage to the storage unit or lock replacement is required.

5. Responsibilities of the Director, Installations and Logistics Division

a. Housing Branch. The Housing Branch consists of Family Housing and Live Oak Lodge. The duties of the Live Oak Lodge or Family Housing Office, as appropriate, include:

(1) Validate the resident status of the eligible member with the CO, HQBN for assignment of a storage unit.

(2) Notify the CO, HQBN of the eligible member's intent to vacate government-owned housing.

(3) Assist the CO, HQBN with establishment/revision of the enclosure, storage tips or other information used in the assignment and management of the storage facility.

b. Maintenance Branch. The Maintenance Branch will provide maintenance to the facility as required and requested by the CO, HQBN.

c. The Fire Department. The Fire Department will assist the CO, HQBN as required in developing the enclosure and conduct periodic inspections of the facility to ensure compliance with the reference.

6. Responsibilities of the Eligible Member. Personnel assigned a storage unit will ensure the following:

a. Compliance with all safety, fire and hazardous materials regulations defined in the reference as well as any storage guidelines provided.

b. Assigned storage unit is not modified in any manner.

c. Assigned storage unit presents an acceptable appearance at all times.

d. The enclosure is read, signed, and a personal copy retained for future reference.

e. Lost key(s) are immediately reported to the Battalion Barracks Manager/or Duty NCO. Duplication of keys is prohibited.

7. Storage Regulations. The following storage regulations will be adhered to and enforced at all times:

a. Bachelor housing residents will have priority assignment to storage units. Eligible members occupying family housing will be assigned on a space available basis only. All storage unit assignments will be done on a first come, first serve basis, without priority to rank.

b. Only one storage unit will be authorized per service member assigned to government-owned housing. An active duty military member married to another active duty military member, who is assigned to one set of family quarters, is only eligible for assignment to one storage unit.

c. All eligible members are required to sign the enclosure. Only the service member or family whose name appears on the enclosure will be permitted to utilize the storage unit.

d. If a storage unit is abandoned, all property will be disposed of in accordance with current regulations: 10 U.S.C. §2575 and MCO P4050.38. Intentional abandonment of private property resulting in subsequent cost to the U.S. Government may result in the following consequences to the member:

- (1) Reimbursing the Government for incurred costs.
- (2) Repossession by lien holder.
- (3) Garnishment of pay.
- (4) Internal Revenue Service withholding of income tax refunds for indebtedness to the Government.
- (5) Violation of article under the Uniform Code of Military Justice.

e. Equipment that uses a petroleum-based product must be drained prior to storage (i.e., lawn mower, motorcycle, etc.)

f. Storage units are subject to unscheduled inspections to ensure compliance with established policies. Members will be notified immediately of any violation(s) with specific guidance for correction within a specified period of time. Written violation notices will follow all verbal notifications. Issuance of a second violation notice will result in revocation of

storage privileges for 6 months. If an eligible member is re-issued a storage unit after a revocation period, the first violation thereafter will result in a PERMANENT revocation of privileges.

g. Prior to vacating the assigned storage unit, eligible members will schedule an inspection date with the Battalion Barracks Manager to be held during normal business hours.

h. Cooking and consumption of alcoholic beverages is prohibited in the storage units.

8. Prohibited Items. The following are prohibited in the Base Storage Facility:

- a. Illegal drugs.
- b. Any type of weapon (i.e., firearms of any type, knives, etc.)
- c. Ammunition or fireworks of any kind.
- d. Flammable or explosive substances of any kind, to include propane tanks.
- e. Perishable food items.


C. V. MUGNO

DISTRIBUTION: B

STORAGE AGREEMENT

From: _____
Service Member Name/Rank (Please Print) SSN

Ref: (a) BO 11160.1

1. I understand that having been assigned storage unit number _____ at the Base Storage Facility, I must read and comply with the reference, and any additional guidelines set forth in this agreement. Failure to comply with these regulations may result in adverse administrative disciplinary action to include punishment IAW UCMJ.

2. I currently reside in government owned housing located at _____. I understand that I must relinquish my storage unit before I terminate residence at the above address.

3. I agree to immediately report any lost key(s) to the Battalion Barracks Manager/or Duty NCO. I also understand that I will be responsible for paying a \$10.00 lock replacement fee.

4. Additional guidelines:

a. Drain petroleum-based products from equipment prior to storage (i.e., lawn mowers, motorcycles, etc.)

b. Report thefts of personal or government property to the appropriate authority.

c. Keep storage units locked at all times when not in use.

d. Storage of any prohibited items listed in reference (a) is unauthorized.

e. Storage units are subject to unscheduled inspections to ensure compliance with established policies. Service members will be notified immediately of any violation(s) with specific guidance for correction within a specified period of time. Written violation notices will follow all verbal notifications. Issuance of a second violation notice will result in revocation of storage privileges for 6 months. If a storage unit is reissued after a revocation period, the first violation thereafter will result in a PERMANENT loss of privileges.

f. Assigned storage unit will not be modified in any manner, including light fixtures. Nails, screws or other sharp objects will not be affixed to the walls or ceilings.

g. The use of space heaters and any other heat producing equipment is unauthorized.

ENCLOSURE (1)

- h. Cooking and consumption of alcoholic beverages is prohibited in the storage units.
 - i. Report all needed repairs to the Battalion Logistics Officer at 639-5132/6123.
5. Driving area surrounding individual units is very limited. Follow directional arrows to ease the flow of traffic and avoid congestion. Due to the limited maneuvering space, trailers, towing devices, and trucks over ½ ton are unauthorized.
6. Only the service member or family whose name appears on this Agreement will be permitted to utilize the storage unit.
7. Prior to vacating my assigned storage unit, I will schedule an inspection date with the Battalion Barracks Manager to be held during normal business hours.

Service Member: _____

Signature	Date
_____	_____
Work Phone	Home Phone

Battalion: _____

Representative Assigning Unit	Date
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Storage unit was inspected and found to be in satisfactory condition.

_____	_____
Battalion Representative Conducting Inspection	Turn In Date